Syllabus Shell Cover Sheet

# Instructions: **Do not include this cover sheet with your syllabi. This cover sheet is for instructors only!**

# This cover sheet provides directions on what is **required** in Norco College syllabi and what is **optional.**

## Required: The following elements must be included in all Norco College syllabi. For these elements, faculty may revise the language in the syllabus shell as needed, but the following elements must still appear in all Norco College syllabi.

1. Course Information
   1. Course number and name (e.g. ENG-1B: Critical Thinking and Writing)
   2. Section Number (e.g. 31111)
   3. Course Term and Year (e.g. Spring 2020)
   4. [For in-person courses] Course Location(s) and Meeting Day(s) and Time(s)
   5. [For online courses] Course Location: Online
2. Instructor Information:
   1. Name
   2. Email
   3. [Full-time faculty only] Office location
   4. [Full-time faculty only] Office phone number
3. [Full-time faculty only] Office/Student Hour Information
4. Course Outline of Record Information
   1. Course Description
   2. Course Prerequisite/Advisory (if any)
   3. Course Credit Recommendation
   4. Student Learning Outcomes
      1. General Education Learning Outcomes attached to SLOs
5. Required Textbooks/Materials
6. Instructor Contact and Feedback Policies:
   1. This will cover how quickly students can expect responses when emailing or messaging the instructor. This will also cover the timeline in which instructors will return student work with grades and/or feedback. Instructors may wish to distinguish between different types of work in their Feedback policies (e.g. small assignments will be returned in a few days, while major assignments may take a few weeks).
7. Description of Grading Policies
8. Norco College Required Information
   1. The following deadlines
      1. Last Day to Add
      2. Census Date
      3. Last Day to Drop with a Refund
      4. Last Day to drop without a W
   2. Adding This Class
   3. Dropping This Class
   4. Academic Integrity
   5. Adjustments for Disability
   6. Violence on Campus
   7. Declaring A Program of Study
   8. Credit for Prior Learning
   9. Writing and Reading Center

## Optional: The following elements may be included in all Norco College syllabi.

1. Welcome Message
2. Course Objectives
3. Common Course Policies [These are optional because not all instructors will have these policies. **Instructors are strongly encouraged to include policies for those student behaviors or actions that can impact a student’s performance or standing in a class** – e.g. if submitting work late will impact a student’s grade, the instructor should have a late work policy included on their syllabus]
   1. Attendance Policy
   2. Late Work Policy
   3. Class Participation Policy
   4. AI Policy: Instructors may wish to include specific language about the use of AI (e.g. ChatGPT and Gemini) or AI-assistive technologies (e.g. Grammarly) in their specific courses.

A College of the Riverside Community College District

# **Course:**

# **Section:**

**Instructor:**

**Office Phone:**

**Class Hours:**

**Email:**

**Office Hours:**

**Class Location:**

## Introduction and Welcome:

## Prerequisite/ Advisory:

## Course Description:

## Student Learning Outcomes:

## Textbook Requirements:

## Course Policies:

## Classroom Policies:

## Important Dates:

Last day to add:

Last day to drop with a refund and without a W:

Last day to drop with a W:

## Adding this Class:

Students wanting to add this section will need to be provided with a four digit add/authorization code. If you receive an add authorization code, you are responsible for completing the add process ***before*** the deadline to add. This deadline can be found in the Schedule of Classes available online. Add codes can be processed through your WebAdvisor account. **If you fail to add the class by the deadline, you are not officially enrolled and college policy prohibits you from continuing to attend class.**

Be aware that your failure to pay fees/fines, to document prerequisites, to clear academic holds, or to navigate personal problems may hinder you from adding this section. Please allow sufficient time to take care of these issues ***before the deadline to add***. Adding this course after the published deadline will require documented extenuating circumstances involving severe illness, accident, or death.

**The use of an add/authorization code issued to another student violates the Student Code of Conduct and the student will be referred to the Dean of Student Life for disciplinary action**. **The unauthorized use of an add code is grounds for removal from the course.**

## Dropping this Class:

You may withdraw from this course by using WebAdvisor prior to the drop deadline. The deadline is available on WebAdvisor by selecting “My Class Schedule/Deadlines” after logging in. If there is a hold restricting use of WebAdvisor for this purpose, you may bring a completed ADD/DROP card to the Admissions counter of the college and complete the process there. It is the student’s responsibility to drop this class should he/she decide no longer to attend.

## Academic Integrity:

Norco College is committed to maintaining academic integrity throughout the college community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of a Norco College degree. The Student Handbook states:

In cases of academic dishonesty by a student, a faculty member may

1. Reduce the score on test(s) or assignment(s);
2. Reduce the grade in the course;
3. Fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure;
4. Recommend suspension from the course (see further details in Student Handbook).

Academic dishonesty includes but is not limited to:

1. Plagiarism – the intentional presentation of words, ideas or work of others as one’s own. This includes but is not limited to: copying homework, using a work or portion of a work written or created by another but not crediting the source and using one’s own work completed in a previous class for credit in another class without permission. The usual consequence of academic dishonesty is failure of the course and referral of the case to the appropriate dean for additional disciplinary action. Students may discuss assignments but are expected to complete all work independently.
2. Cheating During Examinations – includes, but is not limited to, unauthorized electronic assistance or devices, copying from another, looking at another student’s exam and opening books when not authorized.  
   Any of these practices could result in charges of academic dishonesty.

## Adjustments for Individuals with Disabilities

Norco College provides services to students with disabilities through the [**Disability Resource Center**](https://www.norcocollege.edu/services/drc/index.html)(DRC). To request academic adjustments due to a disability, please email the DRC office at [drc@norcocollege.edu](mailto:drc@norcocollege.edu), or call the DRC staff at (951) 732-8433. A DRC staff member will confidentially review your concerns with you to determine any required adjustments. Once your adjustments are approved through DRC, please request your Letter to Instructor from the DRC so that we may discuss your adjustments.

If you have any questions, please do not hesitate to ask!

## Violence on Campus

Norco College does not tolerate any violence or implied violence. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property. Violence or the threat of violence against or by any **student** or employee of the District or any other person is unacceptable **and will not be tolerated**. Should an individual on District property, who is not an employee or student, or a student or employee of the District, demonstrate or threaten violent behavior, s/he may be subject to criminal prosecution (AP 3510 Workplace Violence and Safety).

If you are a victim of any violent, threatening, or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct shall immediately report the incident to his/her supervisor of College Safety and Police (951- 222-8171) (AP 3510 Workplace Violence and Safety).

## Declaring a Program of Study

Declaring your Program of Study in WebAdvisor is important.  Norco College contacts students that have declared a certificate/degree for internships and job opportunities in that specified field.  Also, by declaring your certificate/degree goal, you can use the “Academic Review” tool in WebAdvisor which will calculate exactly what classes you still need to take to finish your certificate/degree and graduate.   If you have questions about a field of study, please schedule an appointment with a counselor to discuss this important issue.

## CREDIT FOR PRIOR LEARNING

Attention working adults and veterans, you can earn credit for prior learning (CPL) for knowledge gained outside of a traditional academic environment. Get a jumpstart on obtaining your degree through CPL and earn college credit for certain college-level skills and knowledge you gained through experience, certifications and industry licenses. Ask your counselor or CPL Coordinator for more information. Email [CPL@norcocollege.edu](mailto:CPL@norcocollege.edu).

## Writing and Reading Support!

The Writing and Reading Center (WRC) is located in LIB110, right next to the Learning Resource Center. Staffed with peer writing tutors and English professors, the WRC is where students can get help with writing or reading assignments for ANY class! We can help you understand a difficult textbook, article, or story, and assist with your writing assignments from beginning to end. Whether you need help understanding a writing prompt, creating an outline or other organizational plan for your assignment, conducting research, formatting a paper, reviewing grammar and mechanics, or revising a draft, we are here for you, and there is no appointment necessary! We also have online peer writing tutors available! Click [here](https://www.norcocollege.edu/services/tl/lrc/tutorial_services/writing.html) for hours of operation and more information!

### **STUDENT EDUCATION PLAN**

Every Norco College student should create a  [Student Education Plan!](https://www.norcocollege.edu/services/counseling/index.html) A SEP is an invaluable guide and aid for students to help plan and achieve your college and career goals.

A SEP helps you to choose your academic path, determine and select your future courses, and create your course schedules. It saves you time and money by ensuring that you select only the classes that will advance your specific major, graduation, transfer and career goals.

To create your SEP - begin by meeting with a friendly [Academic Counselor](https://www.norcocollege.edu/services/counseling/index.html). Virtual appointments are available and in person appointments are available on the second floor of the Student Services Building. [counseling@norcocollege.edu](mailto:counseling@norcocollege.edu) (951) 372-7101

## STUDENT SERVICES

Norco College offers excellent services for all students. These services include help with disability accommodations, financial aid, finding jobs, academic counseling, health services, veterans services, tutoring and more. Here is a partial list of resources available to you:

## [Student Services](https://www.norcocollege.edu/services/index.html)

* [Academic Counseling](https://www.norcocollege.edu/services/counseling/index.html)
  + Student Education Plan
  + [Counseling Appointment](https://esars.rccd.edu/Norco/CounselingZoom/eSARS.asp?WCI=Init&WCE=Settings)
  + [Express Counseling Appointment](https://esars.rccd.edu/Norco/CounselingOnlineDropIn/eSARS.asp?WCI=Init&WCE=Settings)
  + Student Services Building 2nd Floor  
    (951) 372-7101    
    Email: [onlinecounseling@norcocollege.edu](mailto:onlinecounseling@norcocollege.edu)
* [Learning Resource Center (LRC)](https://www.norcocollege.edu/services/tl/lrc/index.html)
  + (951) 739-7896
  + [lrc@norcocollege.edu](mailto:lrc@norcocollege.edu)
* [Tutorial Services](https://www.norcocollege.edu/services/tl/lrc/tutorial_services/index.html)
  + (951) 372-7143
* [Student Health and Psychological Services](https://www.norcocollege.edu/services/studentlife/health/index.html)
  + Personal Counseling Appointments
  + (951) 372-7046
  + [Rccd.medicatconnect.com](https://rccd.medicatconnect.com/)
  + [studenthealth@norcocollege.edu](mailto:studenthealth@norcocollege.edu)
  + CANVAS: <https://rccd.instructure.com/enroll/4KHRKT>
  + [Wellness Events, Workshops](https://www.norcocollege.edu/services/studentlife/health/wellness-events-and-workshops.html) and [Community Resources](https://www.norcocollege.edu/services/studentlife/health/resources.html)
* [Student Financial Services](https://www.norcocollege.edu/services/studentlife/health/resources.html)
  + (951) 372-7009
  + [studentfinancialservices@norcocollege.edu](mailto:studentfinancialservices@norcocollege.edu)
* [Basic Needs & Wellness Center](https://www.norcocollege.edu/services/studentlife/bn/index.html)
  + Drop in or [make an appointment](https://outlook.office365.com/book/BasicNeedsandWellness@student.rcc.edu/)
  + [Form to Request Services](https://forms.office.com/pages/responsepage.aspx?id=F5tmSTP640qOzDzxFreQ5X76C-G1RrVJnaWwi-lm95dUNlRDOVBZQ01XUldEMVc1V1o3NDhLWjZGRS4u) (food, housing, health insurance, student parent support).
  + [basicneeds@NorcoCollege.edu](mailto:basicneeds@NorcoCollege.edu)
* [Disability Resource Center (DRC)](https://www.norcocollege.edu/services/drc/index.html)
  + (951) 372-7070
  + [drc@norcocollege.edu](mailto:drc@norcocollege.edu)
* [Veterans Services](https://www.norcocollege.edu/services/enrollment/vrc/index.html)
  + (951) 372-7142
  + [veterans.services@norcocollege.edu](mailto:veterans.services@norcocollege.edu)
* [Student Support Services](https://www.norcocollege.edu/sd/sp/trio/index.html)
  + (951) 372-7149
  + [hortencia.cuevas@norcocollege.edu](mailto:hortencia.cuevas@norcocollege.edu)
* [EOPS/CARE (Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education)](https://www.norcocollege.edu/sd/sp/eops/index.html)
  + (951) 372-7128
  + [eops@norcocollege.edu](mailto:eops@norcocollege.edu)
* [CalWORKs (California Work Opportunity and Responsibility for Kids)](https://www.norcocollege.edu/sd/sp/calworks/index.html)
  + (951) 372-7052
  + [norcocalworks@norcocollege.edu](mailto:norcocalworks@norcocollege.edu)
* [Wilfred J. Airey Library](https://norcocollege.libguides.com/home)
  + (951) 372-7115
  + [reference@norcocollege.edu](file:///C:\Users\callingham\Downloads\reference@norcocollege.edu)

[**Special Programs**](https://www.norcocollege.edu/services/sp/pages/index.html)

* [Honors Program](https://www.norcocollege.edu/sd/sp/hp/index.html)
  + (951) 738-7767
* John F. Kennedy Middle College High School
  + (951) 738-2200 ext. 6008
* [Puente](https://www.norcocollege.edu/services/counseling/puente/index.html)
  + (951) 738-7745
* [Study Abroad](https://rccd.edu/sa/index.html)
  + (951) 222-8385
* [Phoenix Scholars (Foster Youth)](https://www.norcocollege.edu/sd/sp/eops/phoenix/index.html)
  + (951)738-7743
* [UMOJA](https://www.norcocollege.edu/services/counseling/umoja/index.html)
  + (951) 738-7707
* [ALLY+](https://www.norcocollege.edu/ally/pages/index.html)
  + (951) 372-7032
* [Unity Zone: LGBTQ+ & Undocumented Services](https://www.norcocollege.edu/sd/sp/unity/index.html)
  + (951)739-7885
* [ASNC – Associated Students of Norco College](https://www.norcocollege.edu/committees/asnc/index.html)
  + Center for Student Success Bldg., Second Floor
  + (951) 372-7007
  + [instagram.com/officialasnc/](https://www.instagram.com/officialasnc/)
  + [facebook.com/asnorcocollege/](https://www.facebook.com/asnorcocollege/)
  + [youtube.com/asncrelations](https://www.youtube.com/channel/UCdv2ppDR5F_PFUohwYu-mQA/videos)
* [Student Life – Student Clubs and Organizations](https://www.norcocollege.edu/services/studentlife/sa/clubs.html)
  + Center for Student Success Bldg. Room 205-B
  + (951) 372-7021

## Especially for Online Courses

## For Technical Assistance

Online and hybrid courses are available exclusively in the [Canvas learning management system](https://rccd.instructure.com/login/canvas).  You can contact **Canvas Support** toll free at **(844) 603-4264**24 hours a day/7 days a week for support and help with Canvas problems.   
You can also click the **Report a Problem** link under the **Help & More** link on the Canvas login screen, or from the Canvas Global Navigation menu.  For [WebAdvisor](https://wa.rccd.edu/RCCD/RCCD?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2273632398) assistance, please contact [Admissions & Records](https://www.norcocollege.edu/services/enrollment/admissions/index.html) at 951-372-7003.

Academic honesty is as highly valued at the Online campus, as it is at Norco College’s face-to-face classes. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student’s original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources are used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. At the Online campus, all submissions to any public meeting or private mailbox fall within the scope of works and ideas that require citations if used by someone other than the original author. Academic dishonesty in an Online learning environment could involve the following:

* Having a tutor or friend complete a portion of your assignments
* Having a reviewer make extensive revisions to an assignment
* Copying work submitted by another student to an online venue
* Using information from on-line information services without proper citation

## Class Schedule

| **Date** | **Chapter Reading/Assignments** |
| --- | --- |
| Week 1 |  |
| Week 2 |  |
| Week 3 |  |
| Week 4 |  |
| Week 5 |  |
| Week 6 |  |
| Week 7 |  |
| Week 8 |  |
| Week 9 |  |
| Week 11 |  |
| Week 12 |  |
| Week 13 |  |
| Week 14 |  |
| Week 15 |  |
| Final |  |